

Career and Technical Education (CTE) Approved Program Application FAQs

Thank you for your interest in becoming an approved Career and Technical Education program for 2018-19! Below you'll find both guidance and direction in completing the annual CTE program application.

If you have questions or experience technical issues, please contact the Division of Career & Technical Education at 605.773.3423.

Why should we consider submitting an application for approved CTE programs in SY18-19?

In addition to offering students coursework that allows them to seek meaningful and robust Personal Learning Plans (PLPs), establishing approved Career & Technical Education (CTE) programs offers several benefits:

1. Students can use the courses to meet both the SD Graduation Requirements and the SD Opportunities Scholarship Requirements.
2. Approved CTE programs that seek to continually improve and support the aims of Career and Technical Education/Perkins are eligible for:
 - a. Perkins funds
 - b. State and Federal grants, when available
 - c. Student organization membership (DECA, FBLA, FCCLA, FEA, FFA, HOSA, SkillsUSA)
 - d. Technical support and professional development

What is my logon and password?

- Each district has one logon name/password for the Perkins Data System (<https://apps.sd.gov/DP42LaunchPad/Logon.aspx>). Please contact the main Perkins contact in your district for this information.
 - If no one has the logon name/password, contact your Regional Specialist (<http://doe.sd.gov/octe/cte.aspx>) or the Division of Career & Technical Education (DCTE) at 605.773.3423.
- If your district has not had an approved CTE program before, please contact the Division of Career & Technical Education at 605.773.3423 for a logon name and password.

What should we consider in developing a CTE program application?

- **Each CTE program** in the district will need to complete an application. If there are multiple teachers and attendance centers offering programming in the same Career Cluster, they can all be added to the same application. If there are multiple CTE teachers on the same program application, the district will need to decide who will be the lead person to sign/submit the application.
- Determine which **CTE courses** should be taught in your program to best prepare students for postsecondary education and their future careers.
 - Does the program include a blend of courses that start at an introductory level and help students advance to deep understanding and high-level concepts (rather than all introductory in nature)?
 - Are the courses leading students to high-skill, high-wage, high-demand careers?
 - Do the courses create a coordinated and non-duplicative progression for students?
 - How can the program integrate virtual and/or dual credit courses to enhance what is physically offered in the district?
 - To analyze the courses and standards for approved CTE programs, visit <http://doe.sd.gov/octe/careerclusters.aspx> and link to the appropriate career cluster.
- What **other courses** are taught in the school that support the CTE program's class offerings? Determine how the CTE program can expand students' course offerings through relevant courses others teach.
 - Examples: Foundational courses (Career Exploration, Foundations of Technology, etc.), academic courses (relevant academics to the standards in the CTE courses) and capstone experiences (Youth Internships, Senior Experience, etc).
 - It is the responsibility of the school or teacher(s) in the approved CTE program to enter Perkins data for any additional courses that are part of the CTE program (academic courses, dual credit courses, virtual courses).

What browser supports the Perkins Web Portal?

- The Perkins Data system is designed to **function in the Internet Explorer** browser. The application may work in Google Chrome, Mozilla Firefox, Safari or other web browsers but state IT staff will not be able to troubleshoot any problems encountered in these alternate browsers.

What information do we need to complete our application?

- Prior to starting an application in the Perkins Data System (<https://apps.sd.gov/DP42LaunchPad/Logon.aspx>), have the following information at the ready:
 - **Courses** – Foundational courses, CTE courses (both Cluster and Pathway), Academic, Capstone and Dual Credit.
 - **Teacher Name** – The teacher for each course will be entered. First, middle and last names are needed. The names entered in the Program Application should match what is on the PRF system. To see how a teacher's name is entered on the PRF, visit Teacher 411 at <https://apps.sd.gov/DE69EducatorLicensure/Teacher411/educator-search>. If the teacher hasn't been yet determined, "Unknown" can be entered in the application.
 - **Teacher Email** – Entered for each course. If the teacher hasn't been yet determined, "Unknown" can be entered in the application.
 - **Attendance Center** – Which school will the course be offered at?
 - **Course Credits** – Enter the number of credits the students will receive for taking the course.
 - **Sections Offered** – How many sections does the teacher offer of that course throughout the year?
 - **Offered In-Person or Offered Virtual School** – Identify which delivery method will be used.
 - **Concurrent Credit** – This will be indicated on the application if students will receive both high school credit and transcribed postsecondary credit for the course.
 - **Advisory Committee** – Determine if the CTE program has an effective advisory committee in place and, if so, how many meetings were held in the last year.
 - **Student Organizations** – Determine if the CTE program offers students expanded opportunities through one of the Career & Technical Student Organizations (DECA, FBLA, FCCLA, FEA, FFA, HOSA, SkillsUSA).
 - **Industry Certifications** – Identify if the CTE program will be making relevant industry certifications available to students in SY18-19.

How long will it take to submit a program application?

- Once the required elements listed above are pulled together, completing the CTE program application should only require approximately 20 minutes.